STARS MANUAL

REVIEW, CHANGE, AND RELEASE A BATCH

INTRODUCTION

Type **53** in the **FUNCTION** field on the **View or Select Batch Headers Menu.** Press ENTER to display the F12 **View or Select Batch Header** screen. This screen is used to locate previously entered batches or error batches.

F12 - VIEW OR SELECT BATCH HEADER

To view or select a batch previously entered, press **F12** for the View or Select Batch Header screen shown below. This is usually the first function used by those reviewing and releasing batches. The system will automatically bring up the first page of batches for your agency. (For a multiple agency operator, type **F** in the **FUNCTION** field, and your agency number in the **Agency** field, and then press ENTER.)

Type **N** in the **FUCNTION** field and press ENTER for the next page (if your agency has more than 13 batches).

If you bypassed the batch you want, you can keep pressing ENTER (with **N** in the **FUNCTION** field) or type **F** in the **FUNCTION** field and press ENTER to start over.

```
VERSION 3.1          STARS--VIEW OR SELECT BATCH HEADERS                 S530

 FUNCTION: s (F=FIRST PAGE, N=NEXT PAGE, S=SELECT BATCH)


         AGENCY:  230
S ----BATCH ID----      BATCH EFFECT   ENTERED      ENTERED       COMPUTED
   DATE    TYP NO MODE STA BAL DATE AL COUNT      AMOUNT          AMOUNT
  07271999 5 401   3    H   Y 072799 0 00001 0000015000.00    0000015000.00
  07291999 4 403   3    H   Y 072999 0 00001 0000006981.00    0000006981.00
  08011999 2 101   2    H   N 080199 3 00001 0000000555.35    0000001444.23
  08031999 5 405   3    H   Y 080399 3 00004 0000130050.00    0000130050.00
  08041999 4 406   3    H   Y 080399 3 00002 0000008950.00    0000008950.00
  08171999 5 505   1    H   Y 081799 3 00004 0000000809.00    0000000809.00




                                                 INTERRUPT:

NO MORE BATCHES FOR THIS AGENCY
PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS, PF11=VIEW BATCH SUMMARY
```
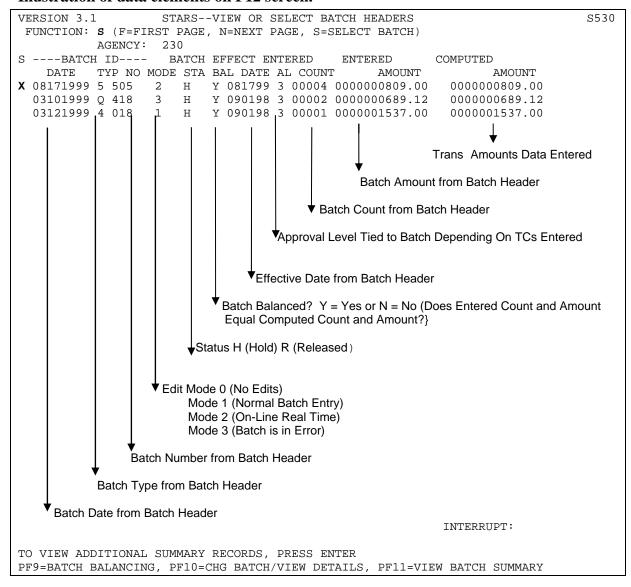
Illustration of data elements on F12 screen.

```
VERSION 3.1          STARS--VIEW OR SELECT BATCH HEADERS                    S530
 FUNCTION: S (F=FIRST PAGE, N=NEXT PAGE, S=SELECT BATCH)
         AGENCY:   230
S ----BATCH ID----   BATCH EFFECT ENTERED   ENTERED      COMPUTED
   DATE    TYP NO MODE STA BAL DATE AL COUNT     AMOUNT           AMOUNT
X 08171999 5 505  2   H   Y 081799 3 00004 0000000809.00   0000000809.00
  03101999 Q 418  3   H   Y 090198 3 00002 0000000689.12   0000000689.12
  03121999 4 018  1   H   Y 090198 3 00001 0000001537.00   0000001537.00


                                                  Trans  Amounts Data Entered

                                            Batch Amount from Batch Header

                                      Batch Count from Batch Header

                              Approval Level Tied to Batch Depending On TCs Entered


                              Effective Date from Batch Header

                         Batch Balanced?  Y = Yes or N = No (Does Entered Count and Amount
                           Equal Computed Count and Amount?}

                      Status H (Hold) R (Released)


                 Edit Mode 0 (No Edits)
                      Mode 1 (Normal Batch Entry)
                      Mode 2 (On-Line Real Time)
                      Mode 3 (Batch is in Error)

              Batch Number from Batch Header


          Batch Type from Batch Header


     Batch Date from Batch Header
                                                  INTERRUPT:

TO VIEW ADDITIONAL SUMMARY RECORDS, PRESS ENTER
PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS, PF11=VIEW BATCH SUMMARY
```
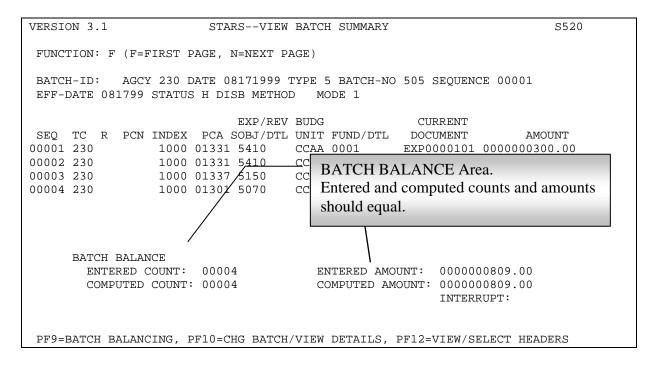
On the **View or Select Batch Header** screen, type **S** in the **FUNCTION** field to select your batch header. Type an **S** or **X** to the left of the batch header DATE, as shown above. Press ENTER. This will display the *F11 - VIEW BATCH SUMMARY* screen, explained below.

F11 - VIEW BATCH SUMMARY

If you find an error or need to review an entered batch, press F11 for the **View Batch Summary** screen, shown in the example below. This summary screen helps finding count and amount problems. It also shows the sequence numbers, PCA, Index, object code, transaction code, reverse indicator, fund, and current document number and suffix.

Press ENTER or type **N** in the **FUNCTION** field and press ENTER. The next lines of data appear from your updated batch.

```
VERSION 3.1                STARS--VIEW BATCH SUMMARY                    S520

 FUNCTION: F (F=FIRST PAGE, N=NEXT PAGE)

 BATCH-ID:   AGCY 230 DATE 08171999 TYPE 5 BATCH-NO 505 SEQUENCE 00001
 EFF-DATE 081799 STATUS H DISB METHOD    MODE 1

                            EXP/REV BUDG          CURRENT
  SEQ  TC  R  PCN INDEX  PCA SOBJ/DTL UNIT FUND/DTL   DOCUMENT        AMOUNT
 00001 230          1000 01331 5410   CCAA 0001      EXP0000101 0000000300.00
 00002 230          1000 01331 5410   CC    BATCH BALANCE Area.
 00003 230          1000 01337 5150   CC    Entered and computed counts and amounts
 00004 230          1000 01301 5070   CC    should equal.



      BATCH BALANCE
        ENTERED COUNT:  00004           ENTERED AMOUNT:  0000000809.00
        COMPUTED COUNT: 00004           COMPUTED AMOUNT: 0000000809.00
                                                        INTERRUPT:


 PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS, PF12=VIEW/SELECT HEADERS
```

F10 - CHANGING A BATCH OR VIEWING BATCH DETAILS

In order to review a batch or to make changes to a batch or a batch header you have already updated, press F10 to display the **Change Batch or View Detail Transactions** screen.
Type in a specific function as listed below in the **FUNCTION** field and press ENTER.

The first sequence number available in the batch will be displayed or you can type in a specific sequence number. (Once you are in the batch, pressF8 to advance one sequence number at a time.)

```
VERSION 3.1            STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS   S510


FUNCT:  (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN


      AGENCY:              230
      BATCH DATE:          08171999
      BATCH TYPE:          5
      BATCH NUMBER:        505
      SEQUENCE NUMBER:           (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
      BATCH BALANCE
        ENTERED COUNT:      00004 ENTERED AMOUNT:  0000000809.00
        COMPUTED COUNT:     00004 COMPUTED AMOUNT: 0000000809.00


                                          INTERRUPT:
 PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

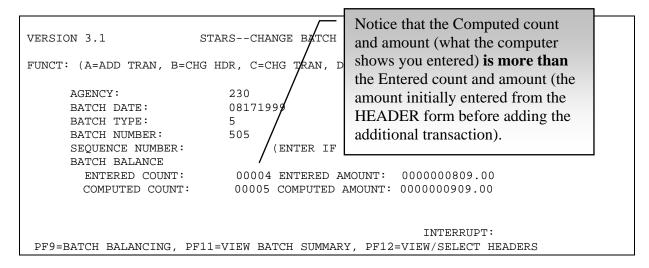**Functions commands available on Change Batch or View Detail Transactions screen**

A - Adding a Transaction to a Batch	Used to add a transaction to any batch that is not in edit mode 3.
B - Changing a Batch Header	Used to change only the entered batch count or batch amounts on the batch header.
C - Changing a Transaction	Used to change any data element information in a previously entered transaction.
D - Deleting a Transaction	Used to delete a transaction previously entered in a batch by indicating which sequence number you want to delete. (See F11 screen for sequence number.)
R - Recomputing a Batch	Used to recompute the information in a batch when the entered batch count and entered batch amount do not equal due to added transactions or system error.
V - Viewing a Transaction	Used only to review transactions within a batch without allowing you to change any of the data elements on the data entry screen. **Those that review the batch after data entry is completed should use this function.**

A = ADDING A TRANSACTION TO A BATCH

If you were unable to complete a batch previously entered or need to add another transaction to a batch, this function allows you to add a transaction as long as the batch is not in an edit mode 3 (edit mode 3 indicates the batch is in error).

The best place to check mode status is at the top of the F11 - View Batch Summary screen) with the Batch-ID fields. You can also see the mode status on the F12 - View or Select Batch Header screen as you select the batch.

Type **A** into the **FUNCTION** field on the F10 screen and press ENTER, the computer will automatically assign the next sequence number. Continue to enter your transaction as shown previously in this chapter. In the example below, we added one additional $100.00 transaction to the original batch.

```
VERSION 3.1                 STARS--CHANGE BATCH

FUNCT: (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D

     AGENCY:              230
     BATCH DATE:          08171999
     BATCH TYPE:          5
     BATCH NUMBER:        505
     SEQUENCE NUMBER:              (ENTER IF
     BATCH BALANCE
       ENTERED COUNT:        00004 ENTERED AMOUNT:  0000000809.00
       COMPUTED COUNT:       00005 COMPUTED AMOUNT: 0000000909.00


                                    INTERRUPT:
 PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

Notice that the Computed count and amount (what the computer shows you entered) **is more than** the Entered count and amount (the amount initially entered from the HEADER form before adding the additional transaction).

B = CHANGING A BATCH HEADER

Once you have saved your transactions, the batch header ENTERED COUNT and ENTERED AMOUNT may no longer be correct due to additional transactions or an incorrect beginning count and amount. (The entered count and amount will not equal the computed count and amount.) **If you are sure you have entered all of the amounts correctly**, you will need to correct the erroneous batch entered count and amount.

Type **B** in the **FUNCTION** field and press ENTER. Below is an example of the screen before making any changes. Note the entered and computed amounts to do not match.

```
VERSION 3.1              STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS  S510


FUNCT:B (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN)


        AGENCY:               230
        BATCH DATE:           08171999
        BATCH TYPE:           5
        BATCH NUMBER:         505
        SEQUENCE NUMBER:            (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
        BATCH BALANCE
          ENTERED COUNT:      00004 ENTERED AMOUNT:   0000000809.00
          COMPUTED COUNT:     00005 COMPUTED AMOUNT:  0000000909.00
                                                    INTERRUPT:
PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

STARS will retrieve the Batch Header screen, allowing you to change only the **ENTERED COUNT** and **ENTERED AMOUNT** (highlighted on your screen).

Fix the entered count and amount to coincide with the correct figures. Press ENTER to update the corrected information and return to the original screen as shown below.

Be sure you are making the change because it was in error to begin with, not because you have entered information incorrectly.

It is recommended to type over these amounts instead of clearing the field and re-typing. It is important that all digits and decimal points line up.

In the example below, the entered count and amount must be corrected because we added the $100.00 new transaction.

```
VERSION 3.1                    STARS--CHANGE BATCH HEADER                 S511

  ENTER CHANGES - PRESS ENTER WHEN COMPLETE, PRESS PF10 TO CANCEL CHANGE

      BATCH DEPARTMENT:      230
      BATCH DATE:            08171999
      BATCH TYPE:            5
      BATCH EDIT MODE:       1
      BATCH NUMBER:          505
      EFFECTIVE DATE:        081799
   APPROVAL LEVEL:           7

      BATCH BALANCE
         ENTERED COUNT:      00005 ENTERED AMOUNT:    000000909.00
        COMPUTED COUNT:      00005 COMPUTED AMOUNT:   000000909.00

                                              INTERRUPT:
```

C = CHANGING A TRANSACTION

To change transactions already saved in a batch, type **C** in the **FUNCTION** field and a **sequence number** in the sequence number field, press ENTER.
(You can find the sequence number in the F11 - View Batch Summary screen. Do not mistake it for the document suffix number. Leading zeros are not necessary - you may simply type 3.)

Those employees only reviewing a batch should not use this function. Use a **V** in the **FUNCTION** field.

```
VERSION 3.1              STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS  S510

FUNCT: C (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN

      AGENCY:               230
      BATCH DATE:           08171999        Leading zeros are not
      BATCH TYPE:           5               necessary (e.g., 00003)
      BATCH NUMBER:         505
      SEQUENCE NUMBER:       3    (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
      BATCH BALANCE

        ENTERED COUNT:      00004 ENTERED AMOUNT:   0000000809.00
       COMPUTED COUNT:      00004 COMPUTED AMOUNT:  0000000809.00
                                              INTERRUPT:


 PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

Your transaction screen will appear as previously entered. Make changes as needed.

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY   SEQ-NO 00003

CUR-DOC/SFX: EXP00002 02 TRANS-CODE: 110        RVS: R    DISB-METH:
REF-DOC/SFX:                     MOD:           BFY: 00    GAAP IND:
INDEX     :                             SEC AGENCY:
PCA       : 01331                       SUBSID:         PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET:
AMOUNT   : 0000000100.00      WARR-NO:             BU:        GLA:
DOC TOTAL: 0000000000.00        PROP#:           CMP#:         CI:
INV-NO :                  INV-DESC : SWEEP ACCOUNT/Month of August
VEND-NO:                   NAME  :
                           NAME 2:
                           ADDR  :
                           CITY  :             STATE:    ZIP:
GRANT/PH:            PROJ/PH:            FUND/DET:         F/O:
    MPC:             LOC:               FAC:              TSK:
DOC-DATE:      EFF-DATE: 081799 DUE-DATE:       INTERRUPT:


ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
 PF8=NEXT RECORD, PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS
```

During this correction process, you can use F5 to re-review the lookup data, or you may press F1 or ENTER to save the transaction. The bottom of your screen will read, "Transaction Successfully Changed."

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY   SEQ-NO 00003

CUR-DOC/SFX: EXP00002 02 TRANS-CODE: 110        RVS:     DISB-METH:
REF-DOC/SFX:                     MOD:           BFY: 00    GAAP IND:
INDEX     :                             SEC AGENCY:
PCA       : 01331                       SUBSID:         PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET:
AMOUNT   :                    WARR-NO:             BU:        GLA:
DOC TOTAL: 0000000000.00        PROP#:           CMP#:         CI:
INV-NO :                  INV-DESC : SWEEP ACCOUNT/MONTH OF AUGUST
VEND-NO:                   NAME  :
                           NAME 2:
                           ADDR  :
                           CITY  :             STATE:    ZIP:
GRANT/PH:            PROJ/PH:            FUND/DET:         F/O:
    MPC:             LOC:               FAC:              TSK:
DOC-DATE:      EFF-DATE: 081799 DUE-DATE:       INTERRUPT:


TRANSACTION SUCCESSFULLY CHANGED
ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
PF8=NEXT RECORD, PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS
```
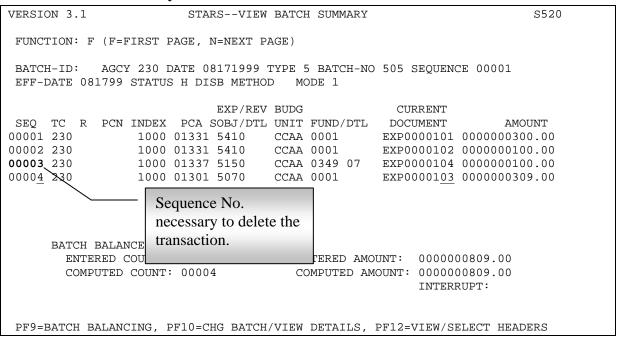
D = DELETING A TRANSACTION

You can immediately delete transactions updated within a batch in Edit Mode **0**, **1,** or **2** when you select the delete function.

In order to delete a transaction, you must first view your batch transactions in the F11 - View Batch Summary screen to obtain the computer generated sequence number of the transaction you wish to delete. The sequence number does not necessarily correspond to the Current Document suffix number if you enter the transactions out of order or if you use a different numbering system - in the example below, note sequence number 4.

F11 – View Batch Summary

```
VERSION 3.1                    STARS--VIEW BATCH SUMMARY                      S520

 FUNCTION: F (F=FIRST PAGE, N=NEXT PAGE)

 BATCH-ID:   AGCY 230 DATE 08171999 TYPE 5 BATCH-NO 505 SEQUENCE 00001
 EFF-DATE 081799 STATUS H DISB METHOD   MODE 1


                          EXP/REV BUDG            CURRENT
 SEQ  TC  R  PCN INDEX  PCA SOBJ/DTL UNIT FUND/DTL  DOCUMENT      AMOUNT
00001 230        1000 01331 5410     CCAA 0001     EXP0000101 0000000300.00
00002 230        1000 01331 5410     CCAA 0001     EXP0000102 0000000100.00
00003 230        1000 01337 5150     CCAA 0349 07  EXP0000104 0000000100.00
00004 230        1000 01301 5070     CCAA 0001     EXP0000103 0000000309.00

                                    Sequence No.
                                    necessary to delete the
                                    transaction.
        BATCH BALANCE
          ENTERED COU              TERED AMOUNT:  0000000809.00
          COMPUTED COUNT: 00004         COMPUTED AMOUNT: 0000000809.00
                                              INTERRUPT:


 PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS, PF12=VIEW/SELECT HEADERS
```

Then in the F10 - **Change Batch/View Details** screen, type **D** in the **FUNCTION** field and the sequence number in the **SEQUENCE NUMBER** field, then press ENTER. A message will appear, "Transaction Successfully Deleted."

In the example below, one $100.00 transaction was deleted, so that the entered and the computed amounts no longer equal. In this case, type **B** in the **FUNCTION** field, for changing a batch header, to bring the batch back in balance.

F10 - Change Batch or View Detail Transactions

```
VERSION 3.1              STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS  S510


FUNCT:D (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN)


     AGENCY:              230
     BATCH DATE:          08171999
     BATCH TYPE:          5
     BATCH NUMBER:        505
     SEQUENCE NUMBER:     3     (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
     BATCH BALANCE
        ENTERED COUNT:    00004 ENTERED AMOUNT:  0000000809.00
       COMPUTED COUNT:    00003 COMPUTED AMOUNT: 0000000709.00




                                          INTERRUPT:

 TRANSACTION SUCCESSFULLY DELETED
```

In order to delete a transaction in edit mode 3, you must first view your batch transactions in the F11 - View Batch Summary screen to obtain the computer generated sequence number of the transaction you wish to delete. This is the same as in edit mode 1 or 2. However, if the batch is in edit mode 3, the transaction will not delete until the nightly STARS input-edit-update (IEU) processing.

F11 - View Batch Summary

```
VERSION 3.1                  STARS--VIEW BATCH SUMMARY                    S520

 FUNCTION: F (F=FIRST PAGE, N=NEXT PAGE)

 BATCH-ID:   AGCY 230 DATE 07271999 TYPE 5 BATCH-NO 401 SEQUENCE 00001
 EFF-DATE 072799 STATUS H DISB METHOD   MODE 3

                        EXP/REV BUDG           CURRENT
 SEQ  TC  R  PCN INDEX  PCA SOBJ/DTL UNIT FUND/DTL  DOCUMENT       AMOUNT
00001 230         1000 01331 5410     CCAA 0001     EXP0000202 0000000300.00
00002 230         1000 01331 5410     CCAA 0001     EXP0000202 0000001500.00

        BATCH BALANCE
        ENTERED COUNT:  00002          ENTERED AMOUNT:  0000001800.00
        COMPUTED COUNT: 00002          COMPUTED AMOUNT: 0000001800.00
```
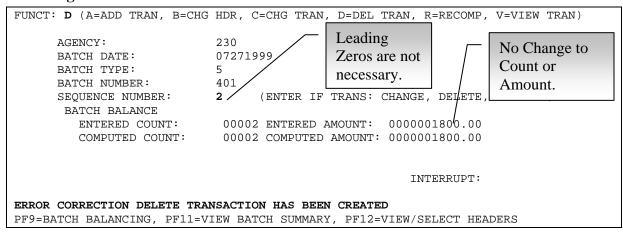
In the example below, the $1,500.00 transaction will be deleted, which is sequence number 00002.

In the F10 **Change Batch or View Detail** screen, type **D** in the **FUNCTION** field and the sequence number **2** in the **SEQUENCE NUMBER** field, and press ENTER. A message will read, **"**Error Correction Delete Transaction Has Been Created." This error message indicates the transaction associated with SEQ NO 2 will delete once the STARS IEU processes. The computed count and amount do not change when the batch is in edit mode 3.

F10 - Change Batch or View Detail Transactions

```
FUNCT: D (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN)

        AGENCY:              230                  Leading                    No Change to
        BATCH DATE:          07271999             Zeros are not              Count or
        BATCH TYPE:          5                    necessary.                 Amount.
        BATCH NUMBER:        401
        SEQUENCE NUMBER:     2     (ENTER IF TRANS: CHANGE, DELETE,
         BATCH BALANCE
           ENTERED COUNT:      00002 ENTERED AMOUNT:  0000001800.00
           COMPUTED COUNT:     00002 COMPUTED AMOUNT: 0000001800.00


                                                     INTERRUPT:

ERROR CORRECTION DELETE TRANSACTION HAS BEEN CREATED
PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

To verify that the transaction will delete from the batch, interrupt to the 54 **- Enter Error Correction Transactions** screen (S540). Type **R** in the **FUNCTION** field, the agency number in the **AGENCY** field, and then press ENTER. STARS displays a listing of the transactions that will delete, as shown below.

This transaction shows sequence number 2 (00002) will be deleted (DELETE) from batch number 401.

```
VERSION 3.1      STARS--ENTER ERROR CORRECTION TRANSACTIONS           S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
  ------TRANS ID------      DATA ELEMENT              DATA ELEMENT
C    DATE TYP NO  SEQ DUP---NUMBER/NAME---- ------------CORRECTION-----------
  19990727 5 401 00002 0 DELETE




                                              INTERRUPT:     ACTIVE
 NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
```

EDIT MODE 3 TRANSACTION DELETED IN ERROR

If you delete a transaction you did NOT want to delete, you can remove the deletion from the (S540) screen as long as you do it on the same day you did the deletion. STARS processes all **54 - Enter Error Correction Transactions** screen items in the nightly IEU before processing the rest of the batch.

R = RECOMPUTING A BATCH

If the STARS program stops responding while you are entering data or if you accidentally shut down your computer terminal during data entry, the Recompute function is a useful tool. The Recompute function allows the system to regroup all of the transactions entered for a specific batch that may have disconnected when the system went down.
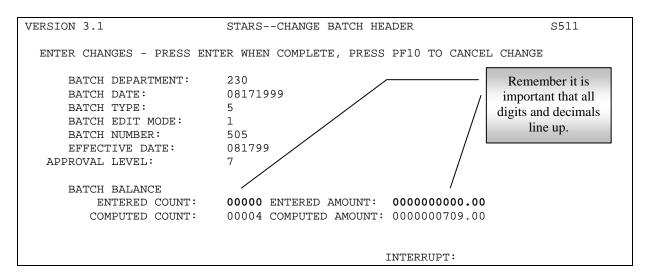
When you look at the F11 screen, you may see all of the transactions, but the computer is unable to tie them together into the correct batch showing an erroneous computed count and amount. Select the batch you want to adjust and press F10 to access the Changing a Batch or Viewing Batch Details screen.

Type **B** in the **FUNCTION** field, and press ENTER to open the **Change Batch Header** screen.

```
VERSION 3.1              STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS  S510


FUNCT: B (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN)


     AGENCY:               230
     BATCH DATE:           08171999
     BATCH TYPE:           5
     BATCH NUMBER:         505
     SEQUENCE NUMBER:           (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
     BATCH BALANCE
       ENTERED COUNT:      00004 ENTERED AMOUNT:  0000000809.00
       COMPUTED COUNT:     00003 COMPUTED AMOUNT: 0000000709.00


                                        INTERRUPT:


 PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

Press TAB to move to the **ENTERED COUNT** field and type all zeros (00000), and then press TAB to the **ENTERED AMOUN**T field and type all zeros plus a decimal point (0000000000.00).

Press ENTER. (Do this even if the entered counts are correct and the computed count is incorrect.)

```
VERSION 3.1                  STARS--CHANGE BATCH HEADER                S511

  ENTER CHANGES - PRESS ENTER WHEN COMPLETE, PRESS PF10 TO CANCEL CHANGE

      BATCH DEPARTMENT:      230                          Remember it is
      BATCH DATE:            08171999                   important that all
      BATCH TYPE:            5                          digits and decimals
      BATCH EDIT MODE:       1                                line up.
      BATCH NUMBER:          505
      EFFECTIVE DATE:        081799
   APPROVAL LEVEL:           7

      BATCH BALANCE
         ENTERED COUNT:      00000 ENTERED AMOUNT:  0000000000.00
        COMPUTED COUNT:      00004 COMPUTED AMOUNT: 0000000709.00


                                                INTERRUPT:
```

This should bring you back to the F10 - Changing a Batch or Viewing Batch Details screen. Type **R** in the **FUNCTION** field and then press ENTER to display the adjusted batch count and batch amount totals. The system will gather all of the transactions together giving you the computed count and amount of all of the transactions entered.

If you need to continue adding to the batch, type **B** in the FUNCTION field for the change batch header screen. Change the entered count and amount back to the original amounts from the HEADER form.

```
VERSION 3.1                STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS  S510

FUNCT:R (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN)

      AGENCY:                230
      BATCH DATE:            08171999
      BATCH TYPE:            5
      BATCH NUMBER:          505
      SEQUENCE NUMBER:              (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
      BATCH BALANCE
        ENTERED COUNT:       00004 ENTERED AMOUNT:  0000000809.00
        COMPUTED COUNT:      00004 COMPUTED AMOUNT: 0000000809.00

INTERRUPT:
PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

V = VIEWING A TRANSACTION

Those reviewing batches after data entry and before release should use the view function.
Type **V** for view transactions in the **FUNCTION** field and press ENTER.

```
F10 - Change Batch or View Detail Transactions screen
VERSION 3.1              STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS  S510


FUNCT:V(A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN)


       AGENCY:             230
       BATCH DATE:         08171999         To View Transaction for SEO NO 1.
       BATCH TYPE:         5
       BATCH NUMBER:       505
       SEQUENCE NUMBER:    1      (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
       BATCH BALANCE
         ENTERED COUNT:    00004 ENTERED AMOUNT:  0000000809.00
         COMPUTED COUNT:   00004 COMPUTED AMOUNT: 0000000809.00
                                                  INTERRUPT:


PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

Use the F8 key to advance through each transaction. If you want to only review one transaction
in a batch, type **V** for view transaction in the **FUNCTION** field and a sequence number in the
sequence number field, press ENTER. You cannot make changes in the View mode. The View
mode does not override the approval levels as the Change mode does. You will be able to see
any warning or error messages through this screen

To return to the **Change Batch or View Detail Transaction** screen, press F10.

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY           S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY   SEQ-NO 00001


CUR-DOC/SFX: EXP00001 01 TRANS-CODE: 230        RVS:     DISB-METH:
REF-DOC/SFX:                    MOD:            BFY: 00    GAAP IND:
INDEX     : 1000 HEADQUARTERS            SEC AGENCY:
PCA       : 01331                        SUBSID:        PCN:
EXP-SUB-OBJ/DET: 5410    OFFICE SUPPLIES
REV-SUBOBJ/DET:
AMOUNT   : 0000000300.00      WARR-NO:            BU: CCAA    GLA:
DOC TOTAL: 0000000000.00       PROP#:          CMP#:         CI:
INV-NO : 23456000000000 INV-DESC :
VEND-NO: 820183581 00      NAME  : BANGS OFFICE PRODUCTS INC
                           NAME 2:
                           ADDR  : PO BOX 1447
                           CITY  : POCATELLO      STATE: ID ZIP: 83204
GRANT/PH:            PROJ/PH:            FUND/DET: 0001       F/O:
     MPC:            LO
DOC-DATE:     EFF-DATE: 08      F8 will advance you to the next record.


ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
PF8=NEXT RECORD, PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS
```

F9 - BATCH BALANCING

Once you have updated your transactions, press F9 to display the STARS **Batch Balancing** screen. Batch balancing allows you to re-confirm that the batch is in balance with the batch header count and amount you initially entered from the HEADER form.

The **FUNCTION** area of the F9 screen is used to release the batch, to put it on hold, or to delete the batch. You can initially release or delete all edit modes on this screen.

Every level of operation, from data entry to reviewing and releasing, should release each batch by typing **R** in the **FUNCTION** field and pressing ENTER. The reasons for doing so are discussed in *SECTION THREE* and *SECTION FOUR* below.

R - RELEASING A BATCH

There are four main sections to the **R** for release function on the **Batch Balancing** screen. See the following page for an illustration of these sections.

Section One. The **BATCH BALANCE** area is used to do a final check be sure the Entered counts and amounts match the Computed counts and amounts. If they do not match, the batch cannot process.

Section Two. The **BATCH OPER-ID** area shows the Batch Operator ID who created the batch header. If this person enters transactions not authorized in their security setup, the transactions will not process in the nightly IEU - even if someone else recalls the batch and enters the transactions.
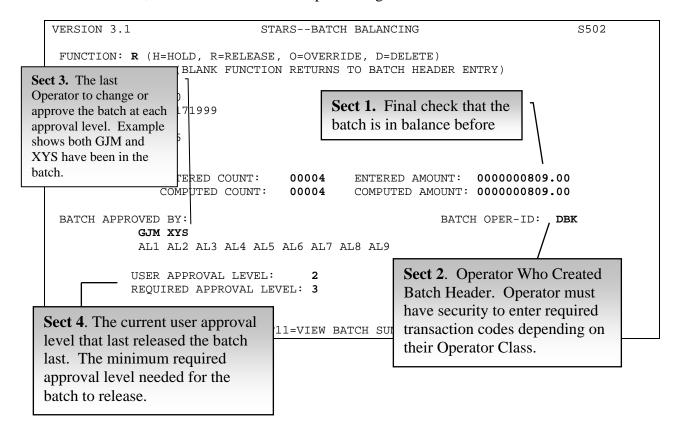
Section Three. The **BATCH APPROVED BY** area shows the last person in the batch and their approval level. Though you may not be able to release a batch, STARS automatically attaches your electronic signature in the Batch Approved By section when you update using the 'A' (add) or 'C' (change) functions on the F10 screen.

When you release the batch, it also updates your electronic signature. Every level from data entry, reviewing, and releasing should update the User Approval level by typing **R** for release in the **FUNCTION** field and pressing ENTER. This will put your final electronic signature initials in the **Batch Approved By** fields, showing that you are done with the batch. If there are any problems with the batch, the Operator initials on the batch show whom to contact.
If you view the batch in the **V** mode, your electronic signature will not show.

Section Four. The **USER APPROVAL LEVEL/REQUIRED APPROVAL LEVEL** area shows the approval levels of the last release person. When you type **R** for release the batch, it also will put your release level in the **User Approval Level** field showing you are the last one to release the batch. This level will go back to **"0"** if someone goes back into the Change mode and makes changes to the batch.

This record of Operator IDs allows those reviewing and releasing to know who completed each process of the batch. If the **User Approval Level** matches or exceeds the **Required Approval Level** of the batch, the batch will release for processing.

```
VERSION 3.1                  STARS--BATCH BALANCING                    S502

  FUNCTION: R (H=HOLD, R=RELEASE, O=OVERRIDE, D=DELETE)
            (BLANK FUNCTION RETURNS TO BATCH HEADER ENTRY)



              171999



           TERED COUNT:    00004    ENTERED AMOUNT:  0000000809.00
           COMPUTED COUNT: 00004    COMPUTED AMOUNT: 0000000809.00

  BATCH APPROVED BY:                              BATCH OPER-ID:  DBK
            GJM XYS
            AL1 AL2 AL3 AL4 AL5 AL6 AL7 AL8 AL9


            USER APPROVAL LEVEL:      2
            REQUIRED APPROVAL LEVEL:  3


                                     11=VIEW BATCH SU
```

Sect 3. The last Operator to change or approve the batch at each approval level. Example shows both GJM and XYS have been in the batch.

Sect 1. Final check that the batch is in balance before

Sect 2. Operator Who Created Batch Header. Operator must have security to enter required transaction codes depending on their Operator Class.

Sect 4. The current user approval level that last released the batch last. The minimum required approval level needed for the batch to release.

When you release a batch in Edit Mode **3**, it creates a RELEASE transaction on the 54 screen (S540). If you want to verify your batch will release, interrupt to the 54 **- Enter Error Correction Transactions** screen (S540).

Type **R** for recall in the **FUNCTION** field, the agency number in the agency field, and press ENTER. STARS displays a listing of the batch transactions that will release as shown below. The transaction shows the batch header, shown as sequence number 00000 for the batch number 505 will be released (RELEASE) in the nightly IEU processing.

```
VERSION 3.1      STARS--ENTER ERROR CORRECTION TRANSACTIONS            S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
 ------TRANS ID------      DATA ELEMENT              DATA ELEMENT
C    DATE TYP NO  SEQ DUP---NUMBER/NAME---- ------------CORRECTION-----------
  19990817 5 505 00000 0 RELEASE
```

EDIT MODE 3 - BATCH RELEASED IN ERROR
If you have released an Edit Mode 3 batch that you did not want to release, you can remove this release from the 54 **- Enter Error Correction Transactions** screen as long as you do it on the same day you did the release. STARS processes all **S540** screen items in the nightly IEU before processing the rest of the batch. Putting the batch on Hold as discussed below will not take the release off the Edit Mode 3 batch.

EDIT MODE 3 - BATCH WILL NOT RELEASE SINCE BATCH EFFECTIVE DATE IS FOR A PRIOR MONTH THAT IS CLOSED
If you try to release an Edit Mode 3 batch that has a Batch Effective Date in a prior month that is closed, you will get an error message of "Invalid Month". You can change the Batch Effective Date through the 54 screen (S540). STARS processes all **S540** screen items in the nightly IEU before processing the rest of the batch. This only works on batches in Edit Mode **3**.

H = PUTTING A BATCH ON HOLD

If a batch is in Edit Mode **0**, **1** or **2**, you can place the batch on hold by typing **H** in the **FUNCTION** field, and then press ENTER. This will place the batch on hold and the batch will not process until the batch is re-released.

CAUTION:	**This is not the case for those batches in Edit Mode 3. When you release a batch in Edit Mode 3, it creates a RELEASE transaction on the S540 screen that you must delete. Otherwise, the batch will go ahead and process since the S540 screen overrides the rest of the batch.**

O = OVERRIDING A BATCH

The State Controller's Office should be the only one that uses the Override mode and only in very unusual cases. The override mode allows a batch that is not in balance to override the Batch Balancing edit and releases the batch. If you find you can perform this function, please contact your Security Administrator to correct your security access.

D = DELETING A BATCH HEADER

If you incorrectly enter a batch header in Edit Mode 0, 1, or 2, you can delete the header in the F9 batch-balancing screen. Type **D** in the **FUNCTION** field and press ENTER. If you have entered transactions in the batch, you will get an error message, "Detail Trans Exist, Delete Not Allowed".

You will have to delete each individual transaction in the F10 screen before you can delete the batch header in the F9 screen. The batch header will then disappear from the F12 screen.

When you want to delete a batch in Edit Mode 3, each individual DELETE transaction must be processed in the nightly IEU processing before the header can be deleted. The next day you can delete the batch header as described above.

Once you have used the same agency, batch date, batch type, and batch number combination, you cannot use this same combination again even if you delete the batch header. STARS keeps an internal batch log of all batch headers entered into the system, whether they were processed or not.

F9-Batch Balancing Screen

```
VERSION 3.1                STARS--BATCH BALANCING                    S502

  FUNCTION: D (H=HOLD, R=RELEASE, O=OVERRIDE, D=DELETE)
                (BLANK FUNCTION RETURNS TO BATCH HEADER ENTRY)

 BATCH AGENCY: 230
 BATCH DATE:   08171999
 BATCH TYPE:   5
 BATCH NUMBER: 505

 BATCH BALANCE
              ENTERED COUNT:    00005    ENTERED AMOUNT:  000000809.00
              COMPUTED COUNT:   00000    COMPUTED AMOUNT: 000000000.00

 BATCH APPROVED BY:                            BATCH OPER-ID:  SA3
          SA3
          AL1 AL2 AL3 AL4 AL5 AL6 AL7 A│
                                        │  Shows you have
          USER APPROVAL LEVEL:          │  deleted the batch
          REQUIRED APPROVAL LEVEL: 0    │
                                                    INTERRUPT:

BATCH HEADER HAS BEEN DELETED
PF10=CHG BATCH/VIEW DETAILS, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```